

	THE CITY OF KEY WEST Job Description	Union - Hourly Position	
		DATE	08/2016
POSITION	P/T GREETER	HOURLY WAGE	\$11.7961
DEPARTMENT	Port Operations		
JOB CODE		GRADE	01T

PHYSICAL LOCATION:

- Key West Bight Ferry Terminal.

REPORTING RESPONSIBILITIES:

- Director of Port and Marine Services or designee.

GENERAL FUNCTIONS:

- A responsible position providing information, assistance and direction to all visitors to the Ferry Terminal.
- Primary work hours will be 3:00 PM-6:00 PM, four (4) to five (5) days a week or when ferry boats are docking at the facility

ESSENTIAL FUNCTIONS (Without Accommodations):

- Able to fluently read, write speak and understand English in order to perform duties of this description
- Able to work outside in all types of weather.

ENVIRONMENT:

- Primarily indoors, some outdoors, all types of weather will be encountered.

PHYSICAL REQUIREMENT:

- Walking/Standing 77%
- Sitting 10%
- Using Stairs / Climbing (2' 3' drop) 5%
- Lifting / to 10# 3%
- Bending 5%

DUTIES/TASKS/JOBS:

- Enforce all rules and regulations given by Supervisor, regarding marina property.
- Following the written security policy for the marinas.
- Report major disturbances to supervisor and/or the police and keep log of all incidents that occur.
- Maintain pleasant and courteous manner at all times when dealing with the public.
- Required to perform minor janitorial/maintenance duties as needed.
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REQUIRED KNOWLEDGE/ SKILLS/ ABILITIES/ QUALIFICATIONS:

- Must have valid Florida driver's license and maintain as a condition of employment.
- Experienced in public contact.
- Ability to enforce security requirements with tact, firmness and impartiality and to deal courteously with the general public.
- Ability to react quickly and calmly in emergencies.
- Ability to work with minimal supervision and to perform adequately the tasks assigned or required under adverse conditions.
- CRP/AED Certification

Periodically duties other than those listed are required and will be considered as part of the regular job while in effect.

The listing of tasks is in no way to be considered a complete listing of all possible tasks, nor is the requirements for an ability or skill a guarantee that ability or skill is going to be used.

I _____ have read this job description and hereby agree with the above noted “Acknowledgments”, that I meet the requirements and qualifications and if hired, can perform these and related duties as assigned. I further affirm that I understand the job description may be amended periodically, as is the right of the City of Key West.

Applicant Signature

Date

**THE CITY OF KEY WEST IS AN EQUAL OPPORTUNITY
AFFIRMATIVE ACTION
VETERANS PREFERENCE EMPLOYER
A DRUG-FREE WORKPLACE**

Apply at:

**City Hall, Office of Human Resources
3102 Flagler Avenue
Key West FL 33040
Telephone: (305) 809-3714
Fax: (305) 809-3719**